

**COMMONWEALTH OF VIRGINIA
DEPARTMENT OF GENERAL SERVICES
DIVISION OF CONSOLIDATED LABORATORY SERVICES
600 NORTH 5TH STREET
RICHMOND, VIRGINIA 23219
(804) 648-4480**

**DRINKING WATER BACTERIOLOGICAL
SAMPLE COLLECTION**

- I. YOUR ORDER** – This shipment contains the sampling materials for your requested water analysis. Each shipment should have a 12x15 inch ziplock bag containing your Customer Order, Sample Requisition Forms and collection instructions. Use the photographs below to verify you have the correct sampling and packing components.

A. MPN and PA Kits

- Sample bottle w/ preservative tablet
- 8x10 bubble bag w/ absorbent pad
- Mailing sleeve



II. SAMPLE REQUISITION FORM

- A.** There should be a Sample Requisition Form for each sample kit in your shipment. Fill in the information fields in the center box. Please provide a telephone number we can call if there is a shipment problem. If this is a repeat sample, fill in the original LIMS# field.
- B.** Each Sample Requisition Form contains a bar-coded peel-off label to be placed on its accompanying sample container. At the time of sample collection, with the label on the form, enter the Collection Date and Time on the label. Please write legibly. For collection time, use 24-hour military time, i.e. add 12 hours to a standard time between noon and midnight. See examples below.

Civilian	Military	Civilian	Military	Civilian	Military
6:00 AM	0600	12:00 Noon	1200	5:00 PM	1700
7:30 AM	0730	1:00 PM	1300	7:25 PM	1925
9:00 AM	0900	3:25 PM	1525	9:00 PM	2100

DIVISION OF CONSOLIDATED LABORATORY SERVICES
600 N 5th Street Richmond, Va 23219
(804) 648-4480 Ext 141

Mailing Address

JOHN DOE
ABC WATER SUPPLIER
123 MAIN STREET
ANYWHERE, VA 21111

ADDRESS CHANGE

Name _____
Company _____
Address _____
City _____ ST _____ Zip _____

Enter Address
changes here

Kit Order #

LIMS # E090300004

PWSID VA1077048

Waterworks ABC WATER SUPPLIER

Facility DS001 DISTRIBUTION SYSTEM

Sample Type

RT

For DCLS

Use Only

206-086 MPN QT (or PA)

Analysis
Type

(MPN) or (PA)

Waterworks which add chlorine (disinfectant) to the water must full in the numerical value
For the chlorine residual based on a test run at the time the sample is collected.

Location _____
Collected By _____
Phone Number () _____
Date/Time Collected _____
Chlorine Residual _____ mg/L Military Time
Original LIMS# _____

Original
LIMS# for
repeat
samples

Bacteriological sample MUST be received within 30 hours of collection

This Kit expires on: XX/XX/XXXX

**** FILL IN COLLECTION DATE/TIME AND ATTACH A LABEL TO EACH BOTTLE ****

Collection Date Time (24 hr)

E090300004

206-086 MPN QT (or PA)

Peel-off Label for
Collection Date and
Time

III. GENERAL SAMPLING INFORMATION

- A.** Do not sample from leaking taps that allow water to flow over the outside of the tap. If tap cleanliness is questionable, consult your local Virginia Department of Health (VDH) Office of Drinking Water before sampling.
- B.** The sample containers are sterile and contain any required preservative. To avoid contamination and preservative loss, do not rinse any of these containers and do not overfill when sampling.

IV. MPN AND PA SAMPLES

- A.** Remove faucet attachments such as screen or splash guard.
- B.** Flush the faucet for at least five minutes, then adjust the flow to a slow even stream and perform the chlorine residual test, if necessary.
- C.** Carefully remove the bottle cap. Do not touch the inside of the cap or rim at the top of the bottle.
- D.** Fill the bottle to at least the 100mL line or slightly above. Leave airspace between the cap and the sample to allow mixing in the laboratory.
- E.** The peel-off label adheres better to a dry bottle. Dry the outside of the sample bottle and remove the completed label from the form. Place the label on the bottle aligned with the bottles length.

V. SAMPLE PACKING

A. MPN and PA Samples

- 1.** Enter your return address on the mailing sleeve address label.
- 2.** Put the sample bottle in the small bubble bag with the absorbent pad, close the Bubble bag and place this in the mailing sleeve.
- 3.** Fold the Sample Form, place it in the large ziplock bag and put this in the mailing sleeve. Please do not tape the mailing container; this causes handling problems at the laboratory.

VI. SAMPLE SHIPMENT

- A.** Ship the sample to DCLS using one of the following:

1. DCLS Courier Service. Call DCLS (804-648-4480 ext 138), the VDH Office of Drinking Water Field Office or go online to <http://www.dgs.state.va.us/CourierList/tabid/829/Default.aspx> for the nearest courier service pick-up location. There is no charge for this service. Samples must be received within 30 hours of collection, so use of the courier is strongly suggested.
2. UPS
3. FedEx
4. Personal Carrier

B. In order to serve you more efficiently and to keep the cost of testing down, we ask you to please arrange for shipment of all routine Bacteriological drinking water samples to arrive at the lab during regular business hours, Monday – Thursday. Please do not send samples the week of Thanksgiving, Christmas or New Years. Also ensure they do not arrive on state holidays including:

New Year's Day	Memorial Day	Veteran's Day
Lee-Jackson Day	Independence Day	Thanksgiving
Martin Luther King, Jr. Day	Labor Day	Christmas Eve
President's Day	Columbus Day	Christmas Day

This will ensure that your samples will be processed when the laboratory is fully staffed and operating at full capacity.

C. The governor may close state offices for extraordinary events. DCLS attempts to continue usual operations during inclement weather events but cannot guarantee delivery receipt.

VII. SAMPLE REJECTION

A. DCLS rejects samples submitted in improper condition such as:

1. The peel-off label on the sample container does not match the information on the Sample Form (i.e. barcodes, numbers)
2. Collection information on the form and bottle label is incomplete
3. Sample is received more than 30 hours after collection
4. Insufficient sample volume (e.g. <100 mL)
5. Expired kit